

Using Your Custom-built Online Catalog to Order Printed Items

The following is a demonstration of how My Order Desk can be customized so that your company can have its very own online one-stop-shop for ordering printed items.

For the purpose of this demo, we have created a company called ABC Company. The ABC Company's online catalog has been created for ordering letterhead, #10 envelopes, #10 window envelopes, and business cards.

Remember that this system can be completely tailored to fit your company's needs – this short order-form is for demonstration purposes only.

1. In your internet browser, go to <http://www.myorderdesk.com/quantumgraphix> - that will take you to this screen...

JB Graphics, Inc.
10302 N. College Avenue
Indianapolis, IN 46280
Ph 317.819.0008

QUANTUMGRAPHIX
PRINTING & COPY CENTRE
Toll Free 866.493.6933

2130 Watterson Trail Louisville, KY 40299 Ph 502.493.5933
10302 N. College Avenue Indianapolis, IN 46280 Ph 317.819.0009
231 Main Street Vestal, NY 13850 Ph 607.484.0086

Customer Services & Print Driver **Send Files & Orders** My Jobs My Account Sign In

Welcome to our Online Order Center!

If you'd like to simply upload a file, click on the "Send File" button to the left.

You can also use our custom-built print driver to submit ANY file (MAC or Windows) to us in PDF format. To use our print driver to submit ready-to-print PDFs, simply follow the instructions below, and download our "QuantumGraphix" print driver. From then on, you can submit your files to us directly from your computer. Simply open and "print" the file just as you would print to any printer in your office - except you'll select your new printer called QuantumGraphix. This will send your file directly to us in PDF format.

Once you have downloaded the print driver (Step 1 below), open up your program (Word, Publisher, Corel etc.), open the file, and select the File menu's Print option (just like you already do when you print to your inkjet or laser printer). Then change the printer to the one named "QuantumGraphix" and click OK on Print. That's it! From now on, you can print directly to us in PDF format.

Estimate
Order
Re-Order
Send File

Products & Services
Resources & Support
Company Info
Email Us

2. Click on SEND FILES & ORDERS and click the SIGN IN button...

Customer Services & Print Driver **Send Files & Orders** My Jobs My Account Sign In

Send Files, Place Orders.

Make a selection from the list below...

- File Upload (FTP)
- Request an Estimate

Returning Customers...

Sign In

Email Address

Password

Sign In

[Forgot your password?](#) [Sign-In Help](#)

New to our site?

3. After entering your e-mail address and password, click the SIGN IN button. Here you will see a list of all of the order forms that have been created for your company...

Customer Services & Print Driver **Send Files & Orders** My Jobs My Account Logout

Hotlinks > [MY ACCOUNT](#) | [MY JOBS](#) | [HELP!](#)

Welcome ABC Company Demo

Next Step:
Select a form for this job.

[ABC Company Online Print Catalog](#)

Software Utilities

4. Click on the order form you'd like to use (in our demo, we'll use the ABC Company Online Print Catalog order form).

Below, you'll see how we completed the order form – paying special attention to the required fields designated with a *.

In this example, Mr. John Doe, President & CEO of ABC Company, wants to order 500 business cards, 150 #10 envelopes, and 200 #10 window envelopes.

For pre-printed items that QuantumGraphix will store for you, you'll notice the "in-stock" information below the item's name. That number is always accurate and is updated the very second an order is placed.

You can also click on the thumbnail images to see a larger image of the item so you'll always know you're ordering exactly what you need.

Form Selected: ABC Company Online Print Catalog



Online Print Catalog

* = Required information.

- This order form can be used to order business cards and/or stationery.
- To order business cards, please fill in Section 1 and remember to click the VIEW PROOF button before sending your order.
- Complete Section 2 if you'd like to order stationery.
- Complete both sections if you'd like to order business cards AND stationery.

• All fields with * are required.

Shipping Information

Ship To Address *

Type of Ship To Address *
 None Selected
 Business
 Residence

Shipping Method *
 None Selected
 UPS Ground
 UPS 2nd Day Air
 UPS Next Day Air Saver
 UPS Next Day Air
 UPS Next Day Air Early A.M.

Special Shipping Instructions

Section 1 - Business Cards

Name *

Title

Phone *

Fax

E-mail Address *

Business Card Quantity *


REMEMBER TO VIEW YOUR PROOF


[View Proof](#)


YOUR ORDER!

Required for viewing Proof. Turn off popup blockers.

Section 2 - Stationery

 [ABC Company Letterhead](#)
 In Stock 500
 Order Quantity

 [ABC Company #10 Envelopes](#)
 In Stock 350
 Order Quantity

 [ABC Company #10 Window Envelopes](#)
 In Stock 300
 Order Quantity

Last Step: Send Your Information

[Send](#)

Click to send.

5. Remember to click VIEW PROOF if you are ordering items that include variable data – such as the business cards John Doe ordered in our example.

Once you click VIEW PROOF, you will see a PDF proof of how your business cards will look once they are printed. Notice that even though we entered John Doe's phone number as "1234567890", the system was programmed to automatically change that to the format desired for this example: "(123) 456-7890 Ph"...

Business Card Quantity * 500

REMEMBER TO VIEW YOUR PROOF BEFORE SEND


[View Proof](#) [Acrobat® Reader®](#)

Section 2 - Stationery

ABC Company Letter
In Stock 500
Order Quantity 0

ABC Company #10
In Stock 350
Order Quantity 150

ABC Company #10
In Stock 300
Order Quantity 200



Last Step: Send Your Information

Send Click to send.

6. Once you are pleased with your proof and after you have confirmed that all of your items ordered and quantities selected are correct, you can click the SEND button.

You will see that your order is being transmitted...


Sending... Your Job Is Sending. Please Wait... Click to send.

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[Get Help or Contact Support](#)

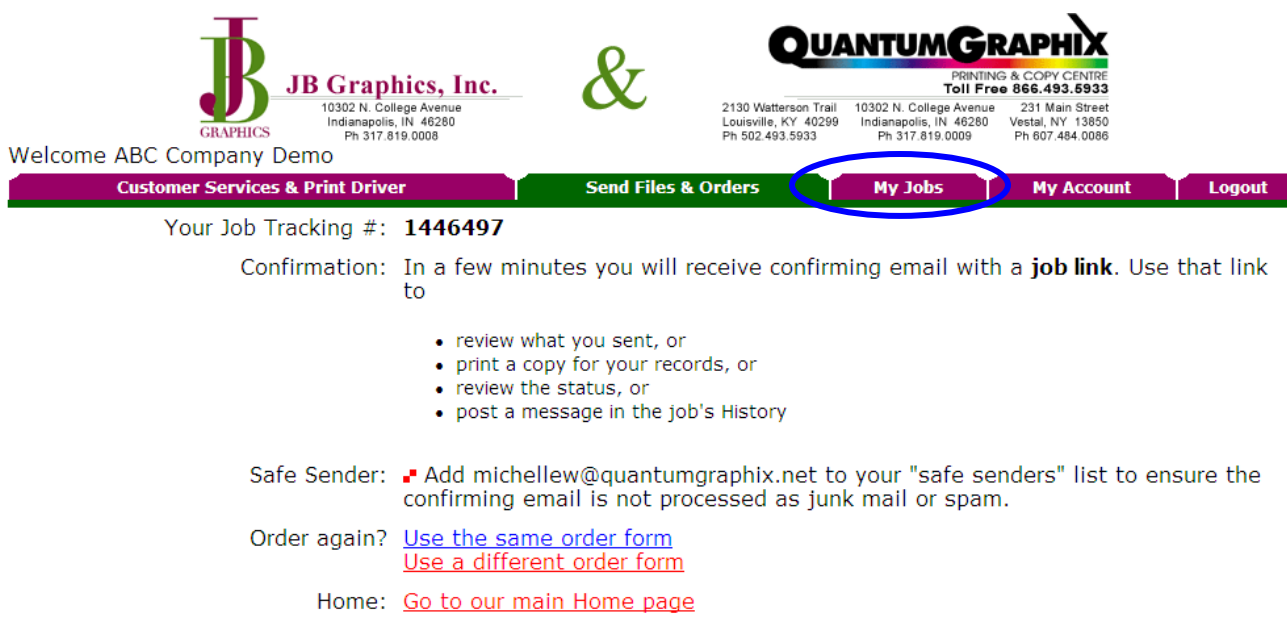
TOP
QuantumGraphix, 2130 Watterson Trail, Louisville, KY 40299 United States of America
Tel: 502-493-5933 Fax: 502-493-8360 Send email to [QuantumGraphix](#)

[Privacy and Refund Policies](#) | [Terms of Service](#)



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7. Once your order has been successfully transmitted, you will see a screen similar to this...



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Welcome ABC Company Demo

[Customer Services & Print Driver](#) [Send Files & Orders](#) **[My Jobs](#)** [My Account](#) [Logout](#)

Your Job Tracking #: **1446497**

Confirmation: In a few minutes you will receive confirming email with a **job link**. Use that link to

- review what you sent, or
- print a copy for your records, or
- review the status, or
- post a message in the job's History

Safe Sender: Add michellew@quantumgraphix.net to your "safe senders" list to ensure the confirming email is not processed as junk mail or spam.

Order again? [Use the same order form](#)
[Use a different order form](#)

Home: [Go to our main Home page](#)

You can click on MY JOBS to see a listing of all of your jobs that have been submitted in the past 6 months.

8. My Order Desk can be designed for up to 10 levels of approvers for your company so that when an employee places an order, QuantumGraphix won't actually print/ship the order until the order has been "fully approved."

To find out more about My Order Desk's capabilities, please contact your sales rep or e-mail info@quantumgraphix.net.

If you'd like to log into our online ordering system, feel free to log in with the e-mail address abccompany@quantumgraphix.net and the password **abcdemo**. You'll only have access to the ABC Company order form demonstrated here and you can click on MY JOBS to see how the jobs are listed.

Feel free to look around and place an order – we know that all orders coming from ABC Company are not legitimate orders. You will not be charged for any orders placed while logged in as ABC Company.